



Demolition Permit Requirements

City of Carmel / Clay Township

Building & Code Services

One Civic Square, Carmel, IN 46032

Ph: (317) 571-2444 Fax: (317) 571-2499

Review and Issuance of a permit requires that the following must be submitted:

1. Completed Application (Application is a three-part form available in the Building & Code office) **Note: A separate permit application must be completed per parcel**
2. Provide a Utility Disconnect Receipt or Letter from each provider on Location
3. **Two Copies** of a Site Location/Site Plan (on paper no larger than 11" X 17") with the following information and nothing less:
 - Tax Map Parcel Number for the parcel on which the demolition is to occur
 - Location of all structures on the lot, with the structures dimensions
 - Property boundaries and dimensions including distances to the structure(s) to be demolished
 - All neighboring structures within 100 feet of the proposed demolition
 - Streets, alleys, other manmade or natural features, north arrow, sidewalks, aprons, etc.
 - Location of proposed dumpster, if used
 - Location of all Utilities
4. Provide **Certified Plumbing Contractor** information (*Contractor who will cap the sewer line at the property line*)
5. **Right of Way Permit** required from the City of Carmel Engineering Office (317) 571-2441
6. If the project will disturb $\frac{1}{4}$ acre or more, then a **Storm Water Permit** must be obtained from the City of Carmel Engineering Department. Please call the Storm Water Administrator at 317-571-2441 for more information. (1/4 acre=1,890 square feet or approximately 100'X110')
7. Historic Preservation Committee approval required. Building & Code Services will notify committee members.
8. This form completed and signed by the appropriate departments.

The following must be complied with once permit is issued:

- A demolition permit will be issued when a structure is to be removed completely, including the foundation, and the property **must be graded and seeded after removal** unless new construction will take place within ninety **(90) days** on the location.
- Work shall start immediately and must be completed thirty **(30) days** from issuance
- The progress of the work shall be executed so as not to create a danger to the public
- **All rubble and debris** from demolition to be removed from parcel before site inspection can be performed
- **Must meet all requirements** of the codes and Ordinances (existing well, septic, fuel tanks)
- The applicant or owner is responsible for obtaining a certified plumbing contractor to cap the sewer at the property line. **NO PERMIT REQUIRED FOR SEPTIC TANK CRUSH AND FILL** if applicable. Removal and/or crush and fill of tank to be included on demolition permit, septic tank to be pumped and either filled or crushed as part of demolition contractors responsibility

Complete the Following:

Address of demolition

Tax Map Parcel #

Owner(s) Name and Address

Additional Structure(s) on site: Yes / No (If yes, please list the number and type(s) of structure on the lines provided. If one of the structures has a separate street address than the primary structure on the parcel—please also include that information.)

The City of Carmel and/or Hamilton County Health Dept. must perform an inspection prior to demolition. In order to approve the demolition permit, the **applicant is required to sign this form and obtain the signatures of the individuals listed below.** (This can be done by FAX to their offices, at the numbers listed below) Include this completed form with all appropriate signatures (ON THE REVERSE OF THIS PAGE) when you submit your application package.

1. Brett Ransford: Carmel Utilities.

Phone (317) 733-2855. FAX (317) 733-2053.

2. Jason LeMaster: Hamilton County Health Dept.

Phone (317) 776-8500. FAX (317) 776-8506.

Signature: Brett Ransford (or representative)

Date

Signature: Jason LeMaster (or representative)

Date

CERTIFICATE OF AUTHORITY

Under the penalties of perjury (Indiana Code 35-44-2-1), I hereby affirm, under oath, that all of the information I have provided in this application for demolition permit is true and accurate, to the best of my knowledge and belief, and that I have not knowingly or intentionally provided or omitted any information that would tend to hide, obscure, or otherwise mislead the Department of Community Services regarding the truth of the matters addressed therein.

Further, I assert that I am the property owner, or the authorized and lawfully appointed agent of the owner(s), that I have express authority and permission from the owner(s) (and anyone with a recorded interest or other interest in the property), to take this requested action, and that I agree to indemnify and hold harmless the City of Carmel from any claim, lawsuit, demand, or damages whatsoever arising out of, or as a result of, this request or the actions of the City of Carmel, regarding same.

Applicant's Signature

Date

(Name printed)

Applicants Phone #

Applicant's Address

City,

ST

Zip

STATE OF INDIANA)

SS

County of _____)

Before me, the undersigned, a Notary Public for _____ County, State of Indiana, personally appeared _____ and acknowledged the execution of the foregoing instrument this _____ day of _____, 20 ____.

Notary Public

My Commission Expires:

(Print)